



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
ASSISTANT G-1 FOR CIVILIAN PERSONNEL
EAST REGION, SOUTH CENTRAL AREA, FORT POLK CPAC
2271 LOUISIANA AVE, BLDG 3304
FORT POLK, LOUISIANA 71459

CIVILIAN PERSONNEL
BULLETIN NO. 09-08

21 February 2008

LEAVE TRANSFER PROGRAM

CARE BULLETIN

In accordance with JRTC and Fort Polk Regulation 690-20, Part III, Voluntary Leave Transfer Program (VLTP), an employee may donate limited amounts of annual leave to another employee who has been approved to receive leave under VLTP.

*******APPROVED RECIPIENT*******

Mr. David L. Willis, Safety Specialist, at Bayne-Jones Army Community Hospital, has been approved as a recipient under the VLT Program.

Mr. Willis has been treated for intractable back pain and lower extremity radiculopathy. Mr. Willis is scheduled to undergo lumbar fusion surgery. The recovery time is expected to be at least three (3) months. Mr. Willis has exhausted all of his leave and is presently on a leave without pay (LWOP) status.

Current federal employees wishing to donate annual leave to Mr. Willis' account for use during this medical emergency may do so by completing the Fort Polk (FP) Form 25 in duplicate and return it to the CPAC. Forms can be faxed to 531-1851. Donations will be accepted under this bulletin for thirty (30) days from the date of issue, or thru 19 Mar 08. The FP-25 is attached to this bulletin, but may also be downloaded from the Fort Polk Electronic Workplace, http://intranet.polk.army.mil/old_ewp/ or obtained from the Administrative Office within each Directorate.

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DONALD R. MALLET
Director, Civilian Personnel
Advisory Center